

**Department of Health & Human Services
Administration for Children and Families**

Program Office: ACYF/FYSB

Funding Opportunity Title: Four Special Issue Resource Centers for Information and Technical Assistance

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ACYF-EV-0128

CFDA Number: 93.592

Due Date For Letter of Intent: 04/27/2006

Due Date for Applications: 06/05/2006

Executive Summary:

The four Special Issue Resource Centers (SIRCs) funded under this announcement will operate as a part of the Domestic Violence Resource Network in collaboration with the National Resource Center on Domestic Violence (NRC). The collaborative network will strengthen the existing support systems serving battered women, their children and other victims of domestic violence and provide comprehensive information and resource development assistance, policy development, and technical assistance and training designed to prevent domestic violence and enhance the organizational and community response to domestic violence.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Title III of the Child Abuse Amendments of 1984 (Public Law (P.L.) 98-457, 42 U.S.C. 10401 et seq.) is entitled the Family Violence Prevention and Services Act (FVPSA). FVPSA was first implemented in Fiscal Year (FY) 1986. The statute was subsequently amended by P.L. 100-294, the Child Abuse Prevention, Adoptions, and Family Services

Act of 1988; further amended in 1992 by P. L. 102-295; and then amended in 1994 by P. L. 103-322, the Violent Crime Control and Law Enforcement Act. FVPSA was amended again in 1996 by P. L. 104-235, the Child Abuse Prevention and Treatment Act (CAPTA) of 1996; in 2000 by P.L. 106-386, the Victims of Trafficking and Violence Protection Act, and amended further by P.L. 108-36, the Keeping Children and Families Safe Act of 2003. FVPSA was most recently amended by P.L. 109-162, the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Background:

The Department of Health and Human Services (HHS) is required to establish and maintain a National Resource Center (NRC) and up to seven Special Issue Resource Centers (SIRCs) on family violence prevention and services. (See section 308(a)(2) of the Family Violence Prevention and Services Act (FVPSA), as amended.) Because of the concern for administrative efficiency, the Administration for Children and Families (ACF) concluded that the most effective relationship and anticipated coordination activities between the NRC and the SIRCs could be accomplished with the establishment and maintenance of four SIRCs. There are areas of domestic violence service, prevention or law described in section 308 of the FVPSA that overlap. It was determined that these areas could be combined with no loss of attention to the subject areas covered.

The four current SIRCs are the Health Resource Center on Domestic Violence, the Resource Center on Civil and Criminal Law, the Resource Center on Child Protection and Custody, and the National Resource Center to End Violence Against Native Women. Please note that the current SIRC grantees have indicated that they intend to reapply for the SIRC grants.

In order to identify and respond to emerging issues, technical assistance requests, and increasing service demands, each SIRC is required to work in partnership with community-based domestic violence programs, non-profit State domestic violence coalitions, Federal, State and local government agencies, Indian Tribal organizations, policy makers and other entities involved in assisting community programs and victims of domestic violence. Each applicant must have a steering committee advisory board that includes representatives from domestic violence programs that are geographically and culturally diverse. Each applicant must also demonstrate the strong support of the domestic violence advocates from across the country and the region for designation as an SIRC.

Minimum Application Requirements for the Special Issue Resource Centers:

An applicant for an SIRC shall provide evidence of a specialization, on a nationwide basis, in at least one area of domestic violence service, prevention, or law as indicated by the SIRC title. Applicants may apply to provide SIRC services for more than one center. In the event that an applicant does apply for more than one center, a separate application is required and the applicant must clearly indicate the SIRC area being addressed. The applicant will:

- Describe the immediate technical assistance and information that needs to be addressed, provide information on the specific services your organization has provided and currently provides and what information, specific training, and technical assistance would be provided as an SIRC;
- Demonstrate an understanding of the program/service and access/response issues of the particular SIRC for which you are applying and the problems associated with addressing these issues;
- Present a technical approach and specific work plans for technical assistance and training for the field that is nationwide in scope. The plan should use the NRC and a network of experts for the provision of direct training and consultation. Include fees for service if necessary;
- Describe your current coordination efforts with other appropriate resource centers or the plan by which you will establish those relationships;
- Provide a plan by which the SIRC will coordinate with faith-and community-based organizations, domestic violence advocacy organizations, public agencies, the NRC, and affiliated SIRC's in a national domestic violence resource network to enhance the SIRC's activities and avoid duplication;
- Provide a plan to determine the need for special projects related to training curricula and prevention and intervention service delivery models of the proposed SIRC topic;
- Provide a plan to evaluate the effectiveness of the proposed project activities within six months of the effective date of the grant;
- Describe the expertise of the proposed SIRC staff; describe the administrative and organizational structure of the applicant organization, including the management plan, the project cost structure, and the operational and programmatic relationships to

be formed with the affiliate SIRC's and the NRC. Charts depicting the organizational structure and relationships may be included.

- In addition to providing information, training and technical assistance, each SIRC must provide:
 - Comprehensive statistics, fact sheets, and specialized information packets addressing a range of domestic violence issues as it relates to the SIRC;
 - Materials to support the development and replication of model programs, promising practices, and exemplary projects;
 - Technical assistance and training to assist non-profit organizations, local community and faith-based organizations, State and Tribal domestic violence coalitions, and Tribal programs and communities to promote the efficient use of resources and state-of-the-art techniques for program implementation and management;
 - A toll-free information line that allows the public to access developments in research, policy, and practice in the SIRC's area;
 - A customer-oriented information service reachable by fax or mail whereby programs, agencies, and professionals may receive packets, newsletters, bibliographies, policy papers, and fact sheets;
 - Assistance to customers in accessing AT&T translation services for persons for whom English is not the primary language;
 - Collaboration opportunities with organizations and individuals representing minority and underserved populations; and
 - Methods by which persons with disabilities may access materials or service in accordance with Section 307 of FVPSA.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

The Administration for Children, Youth and Families (ACYF) intends to support the SIRC's through Cooperative Agreement awards. A cooperative agreement is used when substantial involvement is

anticipated between the awarding office and the recipient during performance of the contemplated project.

The respective responsibilities of ACYF and the successful applicant will be identified and incorporated into the Cooperative Agreement during pre-award negotiations. It is anticipated that ACYF's responsibilities will not change the project requirements for the SIRC's found in this announcement. The plan under the cooperative agreement will describe the general and specific responsibilities of the grantee and the grantor as well as foreseeable joint responsibilities. A schedule of tasks will be developed and agreed upon in addition to any special conditions relating to the implementation of the project.

ACYF will outline a plan of action with the grantee for implementation under the cooperative agreement. ACYF will identify and facilitate collaboration between and among the SIRC's and other nationally based domestic violence organizations that use and require the specific information generated by that SIRC. ACYF will facilitate collaboration between technical assistance entities and organizations that compile data and facilitate information exchange workshops to identify technical assistance issues and related information requirements of the grantees.

Anticipated Total Priority Area Funding: \$4,715,250

Anticipated Number of Awards: 4

Ceiling on Amount of Individual Awards: \$1,178,812 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$1,178,812 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

The initial grant award will be for a 12-month budget period. The award of continuation grants beyond the initial 12-month period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the government.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Public and private non-profit organizations that focus primarily on domestic violence prevention, intervention and services.

Applicants must have documented organizational experience in the area of domestic violence prevention and services.

2. Cost Sharing or Matching: None

3. Other:

Applicants must have documented organizational and programmatic experience in the area of domestic violence prevention and services and in the specific special-issue area for which they are applying. Each applicant must have an advisory board/steering committee that includes representatives from domestic violence programs in the SIRC subject area who may be geographically and culturally diverse. Each applicant must also demonstrate general support for its designation as an SIRC through letters of recommendation and support.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an

award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group, Inc.
Attention: FV/FYSB
118 Q Street, N.E.
Washington, DC 20002-2132
Phone: 1-866-796-1591
TTY: 866-769-7111
Email: FYSB@dixongroup.com

2. Content and Form of Application Submission:

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with

their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use [Grants.gov](http://www.Grants.gov), you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized

Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.

- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date For Letter of Intent: 04/27/2006

Due Date for Applications: 06/05/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by

hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
SF-424C	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Letter of Intent	See Section IV.2	Found in Section IV.2	04/27/2006
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Support Letters	See Section IV.2	Found in Section IV.1	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
c/o The Dixon Group, Inc.
Attention: FV/FYSB
118 Q Street, N.E.
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
c/o The Dixon Group, Inc.
Attention: FV/FYSB
118 Q Street, N.E.
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

The extent to which the applicant outlines a sound and workable plan of action pertaining to the scope of the project and details how the proposed work will be accomplished; relates each task to the objectives and identifies the lead staff person; provides a chart indicating the timetable for completing each task, the lead person, and the time committed; cites factors that might speed or slow the work, giving acceptable reasons for taking this approach as opposed to others; describes and supports any innovations, reductions in cost or time, or extraordinary social and community involvement; and provides for projections of the outcomes to be achieved. The extent to which the applicant describes the evaluation methodology that will be used to determine if the needs identified are being met and if the projected outcomes and results are being achieved.

RESULTS OR BENEFITS EXPECTED - 20 points

The extent to which the applicant identifies the results and benefits to be derived, and the extent to which they are consistent with the objectives of the application; the extent to which the applicant indicates the anticipated contributions to policy, practice, and theory; and the extent to which the proposed project costs are reasonable in

view of the expected results. Identify the results and benefits, for target groups and human service providers, to be derived from implementing the proposed project.

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

The extent to which the applicant has identified the physical, informational, programmatic, institutional, and service issues that will confront the SIRC; the extent to which the need for assistance through an SIRC is demonstrated and the objectives of the collaboration through a resource center network are clear; supportive documentation, such as letters of support and testimonials from concerned interests other than the applicant, and relevant data based on planning studies should be included or referred to in the endnotes/footnotes; incorporate demographic data and participant information as needed. The extent to which the applicant has provided information on the range of projects currently being conducted and supported.

BUDGET AND BUDGET JUSTIFICATION - 15 points

The extent to which the proposed budget relates to the level of effort required to obtain the project's objectives and provides a cost/benefit analysis that demonstrates that the project's costs are reasonable in view of the anticipated results. Applications will be evaluated on the extent to which they include a budget that is concise and provides a detailed justification of the amount of Federal funds that are requested.

ORGANIZATIONAL PROFILES - 15 points

The extent to which the financial and physical resources provided by the applicant organization the proposed staffing pattern for the project, and the proposed management plan for the day-to- day operation of the project will be adequate.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Non-Federal reviewers will be used in the review process.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

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VIII. OTHER INFORMATION

Date: 03/28/2006

Joan E. Ohl

Commissioner

Administration on Children, Youth, and Families